



USA Staffing®
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USA Staffing

Stage Release Notes

Release 10.5

May 10, 2019

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OPM HR SOLUTIONS
by government, for government

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Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base.

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments.

To learn more about features that already exist in USA Staffing and to review the upcoming release schedule for the USA Staffing Stage and Production environments, please visit [USA Staffing Resource Center](#).

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing. Examples of functionality found in this section can range from corrected issues within the system, changes that enhance the system’s performance, enhancements made to the user experience specific to existing features based on feedback received, or new functionality that improves the system’s already robust set of capabilities. As you review this section, you may see the following icon  which designates the completion of feature that was previously identified in the Feature Backlog & Glossary on the [USA Staffing Resource Center](#).

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Staffing Functionality

Alerts

- Limited alerts displayed under the envelope icon to the most recent 1000 alerts received. This is to improve performance and usability in this area. Once users have received at least one alert, a *Clear All* option will be displayed at the bottom of the list so that all alerts can be deleted at once. Users will be asked to confirm this action before all alerts are deleted.
- The Review Returned and Review Recalled alerts are now links, which will take users to the appropriate review for easy access when the alerts are received. **Note:** This will work for reviews returned or recalled alerts generated after this functionality change is deployed, not retroactively.

Dashboard

Tasks

- Removed the counts in the upper right hand corner of the Tasks Dashboard since users now have to option to add a Task Totals tile on the Welcome Dashboard. The Tasks Totals tile displays the total number of overdue and unassigned active tasks to which the logged in user has access. [Requests](#)
- Added the ability to further filter results in the Request Dashboard by selecting a *Date Milestone* range within *Show Advanced Options* for the request's Create Date, Submit Date or Approve Date. Users have the option to select a start and end date to view requests within the time period indicated. The start date time will be set at midnight; for example, 3/7/2019 00:00:00 EST. The end date time will be set at 11:59:59; for example, 3/7/2019 11:59:59 EST. **Note:** The date range available will be dependent on when these dates started being captured in the system's database, which was around October 2018.
- Replaced the *Active Tasks* column on the Requests Dashboard with the *Status Date*.
 - The date displayed for each request is dependent on the request status.
 - ✦ Request Creation Date – Displays for Incomplete requests.
 - ✦ Request Submission Date – Displays for Submitted requests.

- ✦ Request Approval Date – Displays for Pending Recruitment, Active Recruitment, Selection Made, and Complete requests.
- ✦ Request Cancelled Date – Displays for Request Cancelled, Not Filled, Failed, and Alternate Selection Made requests.
- **Note:** Due to the way date values have been collected and stored in the system, some requests may display a blank value in the *Status Date* column.
 - ✦ New Vacancy and Additional Selection requests with created, submitted, approved, and/or cancelled dates before October 2018 will not have a status date.
 - ✦ Onboard New Hire requests with created, submitted, and/or cancelled dates before October 2018 will not have a status date.
 - ✦ The system does not currently record an approval date for Onboard New Hire requests when they reach Selection Made status. We will update this functionality in the near future.

Vacancies

- Added a Vacancies Dashboard. This new dashboard page allows users to view a list of vacancies to which they have access. In general, this page functions similarly to the Requests or Tasks Dashboards.
 - Users can see the following information related to these vacancies.
 - ✦ Vacancy Number – When clicked, the vacancy number link takes users to the Vacancy > Case File page.
 - ✦ Position Title – In addition to the Position Title being displayed in this column, users can hover over the title to see the position’s Pay Plan, Series, and Grade(s).
 - ✦ Vacancy Status
 - ✦ Announcement – This column displays the announcement number and in parenthesis, its status. When clicked, the announcement number link takes users to the Announcement > Announcement Information page.
 - ✦ Internal Contact Email
 - ✦ Favorite (star) – Users can designate a vacancy as a favorite (by clicking the star icon) for easy access in the future by applying the *Favorites Only* filter described below.
 - To narrow the list of vacancies, users can search by Vacancy Number, Announcement Number, or USAJOBS Control Number as well as apply the following filters:
 - ✦ Status – Users can filter vacancies by a specific vacancy status.
 - ✦ Office – Users can filter vacancies by any office to which they have access.
 - ✦ Customer – Users can filter vacancies by any customer to which they have access. ✦ Series

- ✦ Pay Plan
- ✦ Grade – The *Grade* filtering list will populate only after a *Pay Plan* filter is selected.
- ✦ Favorites Only – Users can filter vacancies designated with the favorites (star) indicator.
- ✦ Advanced Options:
 - Announcement Type – Users can filter vacancies for a specific type of announcement.
 - Announcement Status – Users can filter vacancies with announcements in a specific status.
 - Internal Contact – Users can filter vacancies by the announcement’s Internal Contact. This field appears inactive at first; however, this was designed to improve performance on the Dashboard loading. Once users click this field, the drop-down list will populate a list of available HR Users to further filter results.
 - Date Milestone – Users have the option to select an Open Date or Close Date range to view vacancies with announcements that opened or closed within the time period indicated. The start date time will be set at midnight; for example, 5/7/2019 00:00:00 EST. The end date time will be set at 11:59:59; for example, 5/7/2019 11:59:59 EST.
- ✦ *Hide Advanced Options* – When this option is selected, advanced option fields are no longer displayed; however, any changes made to those options are retained.
- ✦ *Reset Options* – When this option is selected, all filters are reset to the original set of values applied when first accessing the dashboard.

Announcement

- Added the ability to disable locations once an announcement has been released and opened on USAJOBS.
 - Disabling a location (and updating to USAJOBS) will remove that location as an option listed on USAJOBS; however, it will not remove the location from the locations listed during the application process (for technical reasons). USA Staffing will continue collecting applications for all locations originally announced when the announcement was first released and opened, including disabled locations.
 - There must be at least one active location to release the announcement to USAJOBS. Users must update USAJOBS for locations changes to take effect once the Announcement has been released to USAOBS. Disabled locations can be re-enabled at any time if necessary. All changes made will be captured in History.
 - **Note:** If an announcement is in Pending Open Date status and released to USAJOBS with future opening and closing dates, users can continue to add locations. Closed, Open, and Removed announcement statuses do not allow locations to be added at the moment.

Assessment Package

- Added a dash (-) indicator to the left of each item number designated as *Screen-out* to assist users in creating more effective test scenarios.

Applicant Overview

- USA Hire applicants who self-certify as ineligible based on the response provided to the qualifications question(s) in the application will no longer receive an Assessments are Complete notification since these were confusing to applicants who later received an ineligible NOR message. Additionally, assessment re-ordering will no longer trigger this notification for applicants rated IN-ineligible. [Applicant Record](#)
- Added a “None” *Rating* when a vacancy does not use an assessment, or uses an assessment package used for screen-out only. Previously if no assessment was used, or only a screen-out assessment was used, no rating would be displayed. However, if a user went into the applicant’s Rating Details page and clicked Save, the record would display a rating of 70 even though no rating assessment was used for that vacancy.
- The following NOR message have been removed:

Code	Definition	Message
IOPL	Resume length requirement	You were not considered because your resume exceeded the page limit as specified in the job opportunity announcement.

- Modified the Reasonable Accommodation (RA) assessment ordering. Applicants whose RA request has been adjudicated will no longer bypass the USA Hire hold.

Applicant List

- Updated the Export Assessment Ratings screen for manual assessments to allow users to export the *USAJOBS Applicant GUID* for complex manual assessment processes requiring a unique identifier. Also, added labels for all pieces of data displayed on the window for better usability.

Certificates

Stored Lists

- Added a new Stored List Information sub-page for Stored Lists. This new page displays the Stored List Details and Display Preferences, as well as any Reviews that include Stored List.
 - The following display preferences can be set for a Stored List:
 - ✦ Veterans' Preference
 - ✦ Eligibilities
 - ✦ Original Rating
 - ✦ Assessment Questionnaire
 - ✦ Announcement Questionnaire
- Similar to certificates, these display preferences will automatically be checked based on the Certificate Type selected when the Stored List was created. If the Stored List was created without a Certificate Type selected, all

the display preferences will be unchecked by default. ○ If any of these preferences is disabled, reviewers will not see those areas or fields displayed in their review. If a display preference is changed while a review is in Active (sent) status, the area/field display will be immediately enabled/disabled as indicated.

- When viewing the Onboarding sub-tab within an applicant record in a Certificate users now have the option to select a *Process Owner* from a drop-down list, which includes HR and Onboarding users that have access to the Office or Customer to which the new hire is associated.

Onboarding Functionality

New Hire Record

- Users will only see active notification templates in the list of available notifications to be sent to a New Hire. The system will no longer include retired templates within this list.
- Users will no longer have the option to update the new hire's status once it's been set to Cancelled if they were audited as Not Selected (after the new hire record was created) from a certificate.

Forms

- Added the following forms for use in USA Staffing: ○ EOP

AIC-1, TAX ID, TAX OR, TAX OK • Updated the following forms currently in use in USA Staffing:

- DON DCIPS 01, TAX KS, TAX MN, TAX MO, TAX MT, TAX NY, TAX PR, TAX VT

Hiring Manager Functionality

- Made a series of usability improvements to the Hiring Manager interface to align the navigation at the top (instead of the left side) to make it consistent with the HR users' interface. This will facilitate navigation for users with dual HR and HM roles as well as better facilitate HR users' ability to assist HM users in navigating the system and answering their questions. Specific changes include:
 - Moved the Hiring Actions and Reviews icons/labels along the top of the page, to the right of the USA Staffing logo.
 - Identified the page the user is on (Hiring Actions vs. Reviews) by underlining the page name.
 - Moved the Help and Alerts icons/labels along the top of the page, to the left of the user's name.
 - Added a drop-down menu to the right of the user's name, which presents the following options:
 - ✦ Profile – Allows users to view their profile and edit their contact information.
 - ✦ Tenant – Allows users with access to multiple tenants to switch between tenants.
 - ✦ User Type – Allows users to switch between roles when applicable.
 - ✦ Sign Out
- Added *Selection Decision* categories for Hiring Managers so they can quickly review and select the appropriate audit code. When a Hiring Manager is reviewing a certificate, they will first choose a *Selection Decision* for the applicant which filters the available audit codes as documented in the table below. Each Selection Decision category will have a default audit code (identified in the table below with an asterisk). **Note:** HR users will see

only the selected audit code when reviewing returned certificates and will still have the ability to update the audit code selected by the Hiring Manager. ✔

Selection Decision Category	Available Audit Code(s)
Selected	Selected*
Alternate Selection	Alternate Selection*
Not Selected	Not Selected* Different Certificate Pending Passover Approval
Declined/Withdrawn	Failed to Reply Withdrawn from Consideration* Declined Location Accepted Another Position with Agency

Administrative Functionality



Vacancy Default Settings

- The following *Supporting Documents* have been added to USA Staffing. ✔ Users with the appropriate permission can set these documents as Accepted, Required, Hiring Manager Viewable, and/or New Hire Viewable in the Vacancy Default Settings page. All of these options will be unchecked by default for newly added documents. Default settings previously set for existing documents will remain unaffected.
 - When new vacancies are created (or existing vacancies are updated via the *Reset Default Documents Settings* option under the gear icon), the new documents and associated default settings will be added to the Vacancy > Supporting Documents page. **Note:** We highly encourage Office Administrators to set the appropriate default *Upload Options* and *View Options* settings for these new documents to ensure only applicable documents are displayed when users create new vacancies. Otherwise, all of these new documents will be listed in the Vacancy > Supporting Documents page.

New Document Type Name

BIA-4432

Diploma/ GED

Disability Letter (Schedule A)

Disability Letter (VA)

License

Mandatory Technical Qualifications (MTQs)

Other (3)

Other (4)

Other (5)

PCS Orders

Performance Appraisal

Professional Certification

Proof of Enrollment

Proof of Marriage Status

Reasonable Accommodation Documentation

Separation Notice (RIF)

Supplemental Application

Writing Sample

- The following document type names have been updated:

Existing Document Type Name	Updated Document Type Name
DD-214	DD-214/ Statement of Service
SF-50	SF-50/ Notification of Personnel Action
Other	Other (1)
Other Veterans Document	Other (2)

Position Descriptions Library

- Made the following minor cosmetic/usability changes to the following fields in the Position Information page within a Position Description:
 - Added a blank option to the *Functional Classification Code* and *Acquisition Level* fields so a selection can now be cleared when made in error.
 - The *Acquisition Level* field is now only enabled when the *Acquisition Position* box is checked. If this box is unchecked, the *Acquisition Level* field becomes grayed out/inactive.
 - Changed the “Fields” option under the Service drop-down list to “Field” (singular).



Reporting and Analytics

- Reporting and analytics enhancements can be reviewed in the Release Notes section of the [Reporting and Analytics](#) page on the [USA Staffing Resource Center](#).